



About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which a teacher can help students make significant academic expanded to include low performing schools throughout Michigan.

Position Title

Safe Schools/Healthy Students (SS/HS) Project Manager

Supervisor

Tyrone Winfrey

Position Summary

The SS/HS Project Manager is responsible for oversight, collaboration, and primary support for the SS/HS Grant. The SS/HS Project Manager will support the SS/HS model among educational, behavioral, health, and criminal/juvenile justice systems to achieve an increase in the number of children and youth who have access to behavioral health services; a decrease in the number of students who abuse substances; an increase in supports for early childhood development; improvements in school climate; and a reduction in the number of children exposed to violence.

Major Duties and Responsibilities

- Coordinates all activities related to the Core Management Team (CMT) with the school district, law enforcement, behavioral health and juvenile justice agencies. Includes recruitment and retention of CMT members, scheduling and convening meetings, and maintaining all records of CMT activities.
- Coordinates development of a comprehensive plan, implementing all activities as outlined by the SS/HS grant and subsequent plan.
- Participates in the development of an evaluation plan for outcome and performance measures.
- Promotes and supports all necessary data collection and reporting, including environmental scans, needs assessments,

- and other grant-related assessments.
- Develops and implements agreements with school and community stakeholders relevant to this grant.
 - Coordinates professional development related to the SS/HS grant.
 - Analyzes data and prepares data reports for state, school, parent, and community groups.
 - Participates in school and community committees, coalitions, and task forces relevant to SS/HS goals and objectives.
 - Participates in meetings with MDE/MDCH as required.
 - Maintains and/or ensures accurate records and data collection for relevant activities, completing SS/HS grant reporting requirements in a timely manner.
 - Participates in all required SS/HS meetings and professional development activities.

Qualifications

Education – Master’s Degree in the field of education, mental health, substance abuse, or juvenile justice preferred.

Experience - Applicant must have experience managing projects between local service systems and have expertise in the field of education, mental health, substance abuse, or juvenile justice. Applicant must have experience with implementing school-based and community-wide strategies to prevent violence and violent behavior, bullying, and mental and substance use disorders.

Skills and Knowledge – Knowledge of evidence-based practices to improve outcomes for schools and communities promoting positive youth development, positive school climate, school-wide behavioral interventions, truancy reduction, and supportive school discipline policies. Knowledge and experience with capacity building, collaboration and partnership, policy change and development, and systems change and integration.

Personal Qualities – Strong communication skills (oral and written), ability to coordinate and with various community agencies, ability to handle multiple projects and timelines. Enthusiasm for grant project.

Travel and Other Special Conditions or Requirements

Some out of state travel is required. Successful applicant will be expected to travel to meetings and professional development opportunities throughout the state.

Salary Range and Hours

Salary range is **\$65,000**

Position is full-time (1.0 FTE), 12-month contract 40 hours per week